

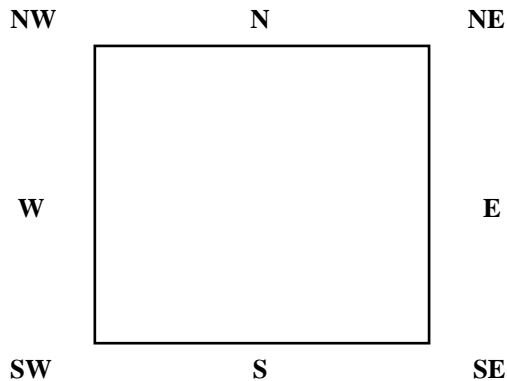
PREVAILING LOT SIZE APPLICATION



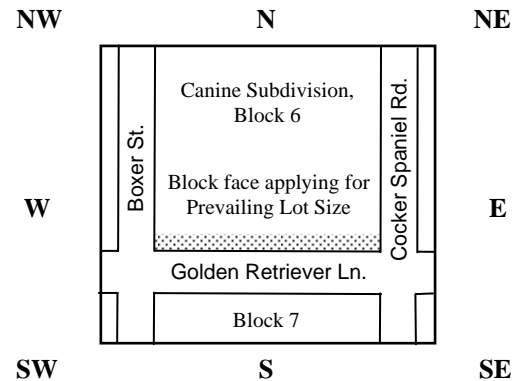
To expedite this application, please complete entire application form.

Staff will complete shaded items.

LOCATION



LOCATION EXAMPLE



1. BOUNDARY:

Block no.: _____

Lot nos.: _____

Subdivision name: _____

Street name & side: _____

Lot(s) Address: _____

Odd/Even Addresses: _____

BOUNDARY EXAMPLE:

Block 6

Lots 1-5

Canine Subdivision

North side of Golden Retriever Ln.

800 Address Block Golden Retriever Ln.

Odd Addresses

2. PROJECT INFO.:

File no.: Lambert: Key Map: S Neigh: TIRZ: Census Tract:

Zip Code: _____

School Dist.: _____

City Council Dist.: _____

Co. Comm. Prct.: _____

3. CONTACTS:

Applicant: _____

Address: _____ Phone: _____ Fax: _____

City: _____ State: _____ Zip: _____

Other: _____

Address: _____ Phone: _____ Fax: _____

City: _____ State: _____ Zip: _____

4. SUBMITTAL REQUIREMENTS

PVLS

- | | |
|--|--------------------------|
| Completed application form | <input type="checkbox"/> |
| Map or sketch showing the address and land use of all lots within boundary | <input type="checkbox"/> |
| Data showing the actual size of each lot | <input type="checkbox"/> |
| Signed petition | <input type="checkbox"/> |
| Evidence of support from the property owners within the boundary | <input type="checkbox"/> |

PREVAILING LOT SIZE

CITY OF HOUSTON

HOUSTON PLANNING COMMISSION

PLANNING & DEVELOPMENT DEPARTMENT

The requirements for the preservation of prevailing lot size are found in the Code of Ordinances, City of Houston, Sec. 42-213. Attached are copies of the **Prevailing Lot Size Application Form**, a **Petition** sample, an **Evidence of Support** sample, a **Map/sketch** sheet, a **Map/sketch** example, and a sample notification sign.

A completed application package shall include the information listed under item **4 SUBMITTAL REQUIREMENTS**. This package must be delivered to the Planning and Development Department, Development Services Division, on any working day during working hours.

Within ten (10) days of receipt of the completed application package, the director of the Planning and Development Department will notify in writing the property owners within the proposed special lot size requirement area that an application has been received. The applicant shall also provide notice by posting signs within the PVLS boundary area. Any owner of property wishing to protest against the establishment of the special lot size application will have up to fifteen (15) days from the date of the notice letter to file a written protest with the Planning and Development Department.

Should the director approve the application he shall take the appropriate steps to refer the application to the city council.

Should the director not be able to approve the application he will promptly refer the application to the Planning Commission. Within thirty (30) days of the referral, the Planning Commission shall conduct a public hearing during a regularly scheduled Commission meeting regarding the application. The director shall give written notice to each owner of property within the proposed special lot size requirement area of the pending public hearing.

The public may present comments in person or in writing at the public hearing. At the end of the public hearing, the Commission shall consider whether to recommend that the city council establish the special lot size requirement area. If the Commission decides to recommend that the city council establish the special lot size requirement area the director shall take the appropriate steps to refer the application to the city council. Should the Commission decide not to recommend the establishment of the special lot size requirement area, the decision of the Commission shall be final.

TO CONTACT US:

Location

City of Houston
Planning and Development Dept.
Development Services
611 Walker Street, Sixth Floor

Mailing Address

City of Houston
Planning and Development Dept.
Development Services
P. O. Box 1562
Houston, Texas 77251-1562

Telephone: 713-837-7977 or 713-837-7869

Fax: 713-837-7994

Web site: www.houstonplanning.com

PETITION SAMPLE

(Date)

I, (name of petitioner), owner of property within the proposed boundaries of the special minimum lot size requirement area, specifically, Block (xx), Lot (yy), of (name of subdivision), do hereby submit this petition as prescribed by the Code of Ordinances, City of Houston, Sec. 42-213. With this petition and other required information, I request to preserve the character of the existing lot sizes for Block (xx), Lot(s) (yy) in (name of subdivision) through the application of and creation of a special minimum lot size requirement area.

(Signature of petitioner)

(Printed name of petitioner)

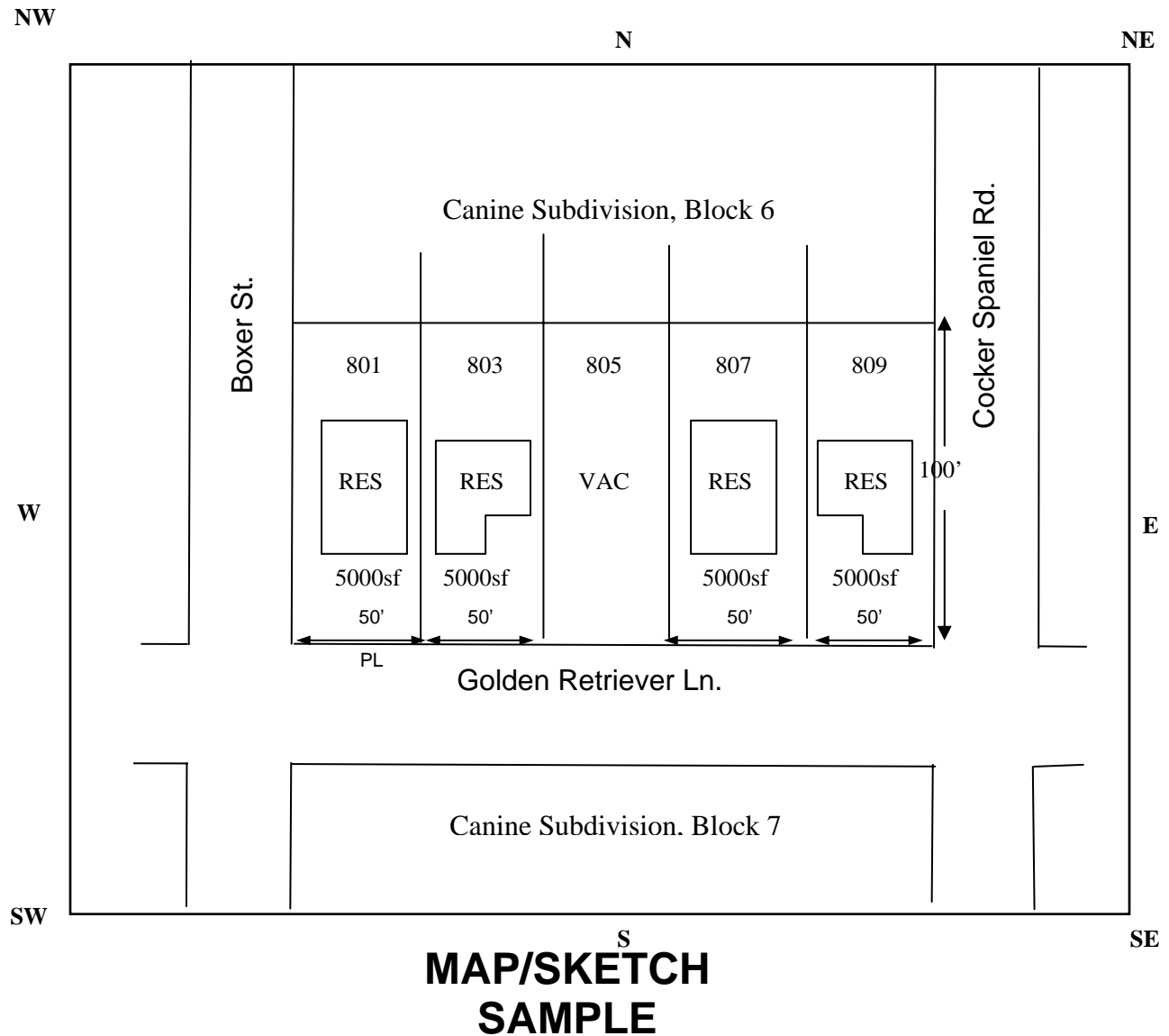
Petitioner

EVIDENCE OF SUPPORT SAMPLE

Listed below is evidence by the owners of property within the proposed boundaries of the special minimum lot size requirement area, or their authorized agent, who support the request to preserve the character of the existing lot sizes for Blocks xx, Lot(s) xx in (name of subdivision) through the application of and creation of a special lot size.

By signing this evidence of support, I hereby represent: (1) that I am the owner or the owner's authorized agent of the property with respect to which I have affixed my signature, and (2) I support the petition of (name of petitioner) to create a special minimum lot size requirement area for Block (xx), Lots (yy) in (name of subdivision).

Signature and Printed name	Address	Telephone
Signature and Printed name	Address	Telephone
Signature and Printed name	Address	Telephone
Signature and Printed name	Address	Telephone
Signature and Printed name	Address	Telephone
Signature and Printed name	Address	Telephone
Signature and Printed name	Address	Telephone
Signature and Printed name	Address	Telephone
Signature and Printed name	Address	Telephone



Map/sketch should look similar to the drawing shown on the application. Additional map/sketch information shall provide the address and land use for all lots within the proposed special minimum lot size requirement area.

Information for each lot within the proposed special minimum lot size requirement area shall be shown on the drawing that includes the distance from property line to property line along a blockface, square footage of each lot, and each lot's physical address number. If there is not enough room to include all the blockfaces and information, additional MAP/SKETCH sheets can be added to the application so that the entire boundary can be covered.

Sign Requirements

The **applicant** is responsible for posting (2) signs within the boundary of the proposed prevailing lot size area within 10 days of a complete application. The Planning and Development Department will inform the applicant of a completed application to post signs. (See Sample Sign below). A sign (minimum size: 2' x 3') shall be placed within fifteen feet **from each right-of-way** bordering the site. Each sign shall face the R-O-W with print large enough to be legible from the ROW. The applicant is responsible for contacting staff once the signs are in place. The applicant shall use reasonable efforts to maintain the signs to the end of the process.

SAMPLE SIGN

3'-0"

NOTICE OF PREVAILING LOT SIZE AREA APPLICATION:

The Planning and Development Department has received an application for the establishment of a prevailing lot size area (ordinance 42-213) for Golden Retriever (north side) between Boxer Street and Cocker Spaniel Road.

Contact the Houston Planning and Development Department at (713) 837-7869 for information, or call the applicant at 713 _____

2'-0"